COLCHESTER BOARD OF EDUCATION
Colchester, CT

PERSONNEL COMMITTEE MEETING

Tuesday, March 1, 2022
5:30 PM
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Mary Tomasi, Margo Gignac, Rosemary Gignac (joined the meeting at 5:38 PM)

ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, Director of Human Resources Shannon Ramsby

OTHERS PRESENT: None

1. CALL TO ORDER
1.1 Call to Order
Chair Tomasi called the meeting to order at 5:34PM

2. ADDITIONS/CHANGES TO THE AGENDA
None.

3. PUBLIC COMMENT
3.1 Public Comment
None.

4. *APPROVAL OF MINUTES
4.1 Approval of December 6, 2021 Minutes
Motion by: M.Gignac
To approve the minutes of the December 6, 2021 Personnel Committee Meeting
Second by: M.Tomasi
Vote: Unanimous
Roll call: Margo Gignac, Mary Tomasi

5. *PRIORITY DISCUSSION/POSSIBLE ACTION ITEMS: POLICIES/REGULATIONS FOR A FIRST READING
5.1 Human Resources Update
Director of Human Resources Shannon Ramsby shared the Human Resources Report including retirements, resignations and hires. Superintendent Burt said we were able to hire more cafeteria personnel which is good news. Mr. Ramsby reported there are

currently 55 FMLA scheduled for staff. He believes a lot of medical surgeries, et al. were deferred due to COVID and now they are being scheduled.

Mr. Ramsby stated that Human Resources is working on two projects right now. The first is an onboarding survey for new staff at 3 or 6 months to see how their experience has been. In addition, he will be working on a position control database of all positions which will be helpful in tracking positions across departments/schools and across funding streams. He said this will make things more efficient. Superintendent Burt gave an example in regard to paraprofessional movement and said this will help with efficiency and accuracy moving forward. Superintendent Burt stated the district has made significant progress moving away from hard copy paper to electronic systems.

Superintendent Burt said we have a very laborious process for some human resources and finance functions which creates backlog and increased potential for errors. He stated they are looking to update many of these processes to electronic and allocate finance positions specific to the school district.

5.2 Staff and Mask Update

Superintendent Burt stated that masks are optional now for the entire district including on buses. Superintendent Burt said he has not heard anything over the past few days in regard to any issues.

Staff who are non-vaccinated were previously required to submit to a weekly test but that expired as well. Superintendent Burt said the district is moving toward a more normal situation rather than pandemic response but continues to monitor as the district moves forward.

5.3 Personnel Handbook Update

Superintendent Burt said Mr. Ramsby, Superintendent's Executive Assistant Heather Petit, and Director of Teaching and Learning Dr. Charles Hewes, are working on updating the handbook. They will also be working on a separate coaching handbook.

Superintendent Burt thanked Mr. Ramsby and Human Resources Assistant Dawn LePage for codifying a lot of information and moving from antiquated processes to a more efficient electronic system.

6. PERSONNEL POLICIES-FIRST READING (NONE)

None.

7. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED

7.1 Public Comment

None.

8. EXECUTIVE SESSION

8.1 *Executive Session for Contract Negotiations Planning

Motion by: M.Gignac

To move into Executive Session for the purpose of contract negotiations planning inviting Mr. Ramsby and Superintendent Burt

Second by: R.Gignac

Vote: Unanimous

Roll call: Margo Gignac, Rosemary Gignac, Mary Tomasi

Public session was entered back into at 6:23PM

12. ADJOURN

The meeting adjourned at 6:23PM.